Chapter 12E March 2010

Summary Reports

Summary Reports are "canned" reports, which means they cannot be modified in any way and are standard in format. No querying capabilities are available.

The options available include Summary Reports for:

- Agency by: NP, BPIM, SOI, Activity, Special or STP codes;
- Locations within: NP, BPIM, SOI, Activity, Special or STP codes;
- By Location for: NP, BPIM, SOI, Activity or Special codes;
- By Management Unit for: NP and BPIM; and
- Summary of Responsibility: Various reports by team leaders or DA.

To retrieve a Summary Report, click "**Reports**" and "**Summary Reports**" (fig. 1) to display the report options. Click the appropriate option and Adobe Acrobat will display the report. To print, click the "**Print**" icon on the Adobe tool bar and "**OK**."



Figure 1 – Summary Report Options

Chapter 12E March 2010

Examples of various Summary Reports follow (figures 2a-5b):

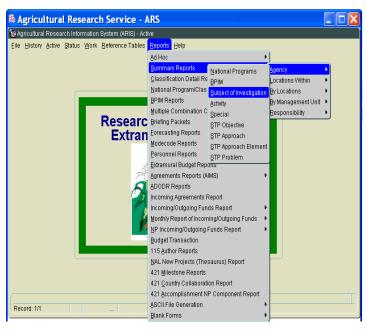


Figure 2a – Summary Report for Agency -Subject of Investigation

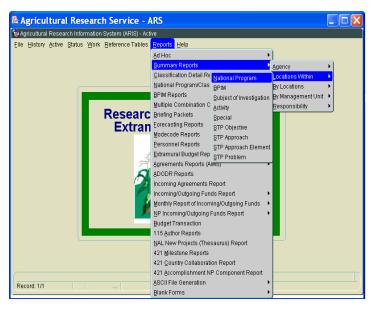


Figure 3a – Summary Report for Locations within National Programs

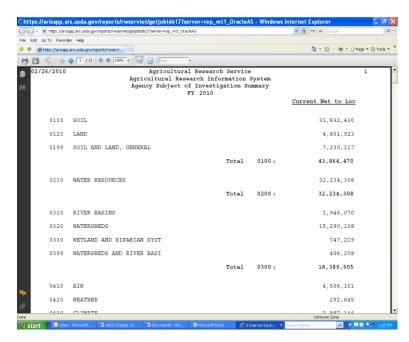


Figure 2b – Agency Subject of Investigation Report

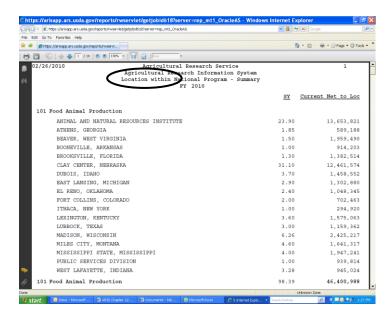


Figure 3b – Report for Locations within National Programs

Chapter 12E March 2010

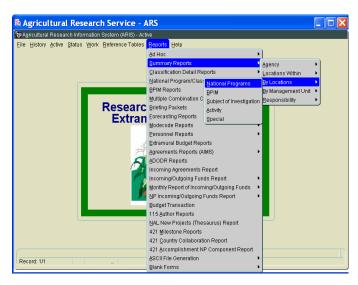


Figure 4a – Summary Report for National Programs by Location

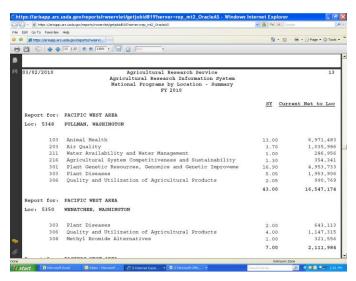


Figure 4b – Report for National Programs by Location

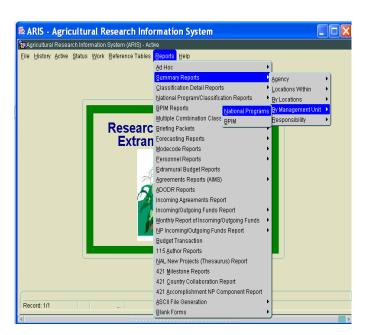


Figure 5a – Summary Report for National Programs by Management Unit

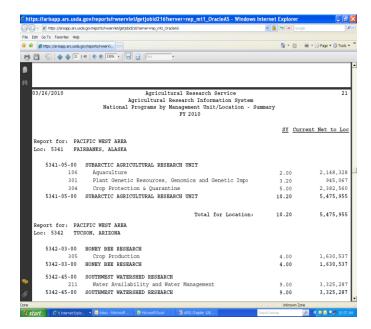


Figure 5b – Report for National Programs within each Management Unit